

State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706

**Supplementary Examination Announcement**

**CHILD WELFARE ASSOCIATE SPECIALIST - 07216**

Monthly Salary Range: \$3009 - \$4385

Regular Test - No Option      Option SS - Spanish Speaking

All selected options may be listed on one application.

General duties: A Child Welfare Associate Specialist performs beginning level professional casework intervention/case management duties in the Department of Children and Family Services related to families in need of child welfare services or children who have been abused or neglected; receives training in child welfare services, casework, counseling and intervention techniques and applicable laws, rules and regulations and carries a progressively larger caseload. As a beginning level specialist in: Casework, interviews clients and other professional personnel to obtain the necessary information for an assessment of the conditions, needs, and issues to engage the clients in the development of a specific service plan; Resources, identifies service resource needs; Adoptions, performs professional adoptive services involving the application of social work principles and theory, particularly concentrating on the formulation of permanency plans for children with emphasis on adoption planning; the Shelter Care Program, assesses the needs, behaviors and desires of children in shelter care; Licensing, completes a detailed licensing study of assigned care facilities (e.g., child welfare facilities, group homes, foster homes, adoptive homes); the State Central Registry, provides telephone coverage of a state-wide toll free number for reporting cases of alleged child abuse and/or neglect; may perform beginning duties equivalent to those listed above but in a specialized unit. A Child Welfare Associate Specialist participates in and completes agency sponsored training programs. Duties performed are subject to close guidance and review of the supervisor or a more experienced specialist.

Applicants meeting these stated requirements will receive a grade in the highest category:

Training and Experience: Requires: 1) Preferably requires a master's degree in social work from a college with a program approved by the Council on Social Work Education; or 2) Master's degree from an accredited college or university in a related human service field, such as psychology, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, or human services; or 3) Bachelor's degree in social work from a college with a program approved by the Council on Social Work Education; or 4) Bachelor's degree from an accredited university in a related human service field, such as psychology, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy or human services plus one year of directly related professional casework/case management experience related to family preservation, family reunification, adoption, youth development, counseling and advocacy services, or a related field.

Requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance.

Requires physical, visual and auditory ability to carry out assigned duties. Requires the ability to satisfactorily pass an in-depth background check as a condition for employment.

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**YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.**

Send a completed application (CMS-100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, Illinois 62706. Your training and experience will be evaluated from your application.

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**AN EQUAL OPPORTUNITY EMPLOYER**

## **CHILD WELFARE ASSOCIATE SPECIALIST**

Option SS-Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Counties in which positions are established: Champaign, Cook (SS), McLean, Rock Island, Will.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.